



CELEBRATING
30 YEARS
OF EXCELLENCE

PREPARING STUDENTS FOR LIFE BEYOND THE CLASSROOM

Accredited by NCASES and Middle States Association

THE PHOENIX CENTER RESTART AND RECOVERY PLAN

8/4/2020

Approved by the Board of Directors on 8/21/2020



THE PHOENIX CENTER RESTART AND RECOVERY PLAN

Table of Contents

SECTION 1: CONDITIONS FOR LEARNING3

- 1. General Health and Safety Guidelines:3
- 2. Classrooms, Testing, and Therapy Rooms:4
- 3. Transportation:.....8
- 4. Student Flow, Entry, Exit, and Common Areas:9
- 5. Screening, PPE, and Response to Students and Staff Presenting Symptoms:..... 12
- 6. Contact Tracing: 16
- 7. Facilities Cleaning Practices:..... 16
- 8. Meals/Food Services: 17
- 9. Recess/Physical Education: 18
- 10. Extra-Curricular Activities and Use of Facilities Outside of School Hours (Community Outings): 19

SECTION 2: SOCIAL EMOTIONAL LEARNING (SEL) AND SCHOOL CULTURE AND CLIMATE 19

- 1. Educator Well-Being: 19
- 2. Trauma-Informed Social and Emotional Learning:.....20
- 3. School Culture and Climate:.....20
- 4. Wraparound Supports:20
- 5. Family Engagement:.....20

SECTION 3: LEADERSHIP AND PLANNING 20

- 1. Prior to school re-opening: 20
- 2. Scheduling: 21
- 3. In-person instruction:..... 21
- 4. Virtual instruction:..... 22
- 5. Special Area Subjects: 23
- 6. Related Services: 23
- 7. Supported Employment/Career Education: 23
- 8. Staffing: 24
- 9. Provisional Teachers: 24

10. Student Interns:.....	24
SECTION 4: FULL-TIME REMOTE LEARNING OPTION	24
1. Unconditional Eligibility for Full-time Remote Learning:.....	24
2. Procedures for Submitting Full-Time Remote Learning Requests:	24
3. Scope and Expectations of Full-time Remote Learning:.....	25
4. Procedures to Transition from Full-time Remote Learning to In-Person Services:	27
5. Reporting:	27
6. Procedures for Communicating District Policy with Families:	27
SECTION 5: POLICY AND FUNDING	28
SECTION 6: CONTINUITY OF LEARNING	28
1. Ensuring the Delivery of Special Education and Related Services to Students with Disabilities:	28
2. Technology and Connectivity:.....	28
3. Curriculum, Instruction and Assessments:	29
4. Professional Development:.....	29
SECTION 7: APPENDICES.....	29
Appendix A: 322 - The Phoenix Center - Families First Coronavirus Response Act Policy	30
Appendix B: The Phoenix Center COVID-19 Health Screening - Visitor	33
Appendix C: 654 - Covid-19 Health Screening Policy	34
Appendix D: The Phoenix Center COVID-19 Health Screening - Students	35
Appendix E: The Phoenix Center COVID-19 Health Screening – Staff	36
Appendix F: 652 - COVID-19 Personal Protective Equipment (PPE) Policy	37
Appendix G: 653 - Student Illness Policy During Covid-19 Pandemic.....	38
Appendix H: 651 - Covid-19 Re-Admittance Policy	39
Appendix I: Contact Tracing Form	41
Appendix J: Phoenix Center Daily Temperature and Symptom Monitoring Work Sheet	42
Appendix K: 2020-2021 School Calendar.....	43
Appendix L: 444 - Covid-19 Full-Time Remote Learning Option Policy.....	44

THE PHOENIX CENTER RESTART AND RECOVERY PLAN

The COVID-19 pandemic impacted every aspect of our lives. As we look to the future and plan for students to return to The Phoenix Center (TPC) in-person this fall, we must recognize and prepare for the ways the virus and necessary public health response has changed and will change the way students learn. This Restart and Recovery Plan provides all stakeholders with the information necessary to ensure that TPC reopens safely and is prepared to accommodate students' unique needs during this unprecedented time. This document will be reviewed by TPC stakeholders, including school physician, school attorney, and the Board of Directors.

SECTION 1: CONDITIONS FOR LEARNING

1. General Health and Safety Guidelines:

TPC will follow the [CDC's Guidance for Schools and Childcare Programs](#). These provisions are also consistent with TPC's general obligation to ensure the health and safety of its students and staff pursuant to N.J.S.A. 18A:40-6 and N.J.A.C. 6A:16-2.1.

- 1.1.** TPC will maintain communication with local and state authorities to determine current mitigation levels in its community.
- 1.2.** TPC will protect and support staff and students who are at higher risk for severe illness, such as providing options for virtual learning and/or a hybrid model.
- 1.3.** As a result of COVID-19 and based upon CDC guidelines, TPC has updated its staff sick policy as per the Families First Coronavirus Response Act Policy (see Appendix A). This legislation provides for up to 80 hours of paid sick leave and up to 12 weeks of paid family leave for employees impacted by COVID-19. New criteria of TPC policy will include a temperature of 100.4 and/or greater, cough, respiratory issues, nasal discharge, rash, diarrhea and/or vomiting, which will result in a stay at home mandate for 24-hours and until the individual is symptom-free. Individuals must be fever-free without fever-reducing medication.
 - 1.3.1.** Physician's note of clearance must be provided prior to the student's and staff member's return to school. The Physician's note cannot supersede school policy and/or CDC/NJDOH/NJDOE guidelines.
- 1.4.** Staff and visitors are required to wear face coverings unless doing so would inhibit the individual's health.
 - 1.4.1.** Students are required to wear face coverings, except where doing so would inhibit the individual's health.
- 1.5.** Adequate supplies to support healthy hygiene behaviors will be provided, including soap, paper towels, hand sanitizer, tissues, and face coverings.
- 1.6.** Handwashing with soap and water for a least 20 seconds will be reinforced with increased monitoring to ensure adherence among students. If soap and water are not readily available, hand sanitizer will be utilized.
- 1.7.** Staff and students will be encouraged to cover coughs and sneezes with a tissue or sneeze/cough into their elbow. Used tissues should be thrown in the trash and hands should be washed immediately with soap and water or hand sanitizer.

- 1.8. Students and staff will limit the amount of personal effects they are bringing into school and only bring those items needed for educational purposes.
- 1.9. Students are permitted to bring from home technology devices, communication devices, backpacks, lunch boxes, diapers/pull-ups, and extra clothing as needed.
- 1.10. Signage will be posted as reminders to stop the spread of COVID-19, which will include:
 - 1.10.1. Respiratory etiquette
 - 1.10.1.1. Covering face during coughs and sneezes
 - 1.10.2. Proper handwashing
 - 1.10.3. Staying at home when appropriate
 - 1.10.4. Use of social distancing and properly wearing a face covering
- 1.11. Security Drills: TPC conducts at least one security drill and one fire drill every month that school is in session.
 - 1.11.1. Governor Phil Murphy signed Executive Order No. 162 on March 9, 2020. This order extended the Public Health Emergency in New Jersey. While the State of New Jersey is in a Public Health Emergency, the fire drill law has been relaxed and schools are not required to complete fire drills. As soon as this Executive Order is rescinded, TPC will begin to conduct fire drills.
 - 1.11.2. TPC will continue to conduct at least one security drill each month that school is in session.

2. Classrooms, Testing, and Therapy Rooms:

Implementing social distancing practices in all instructional and non-instructional spaces is critical to ensuring the health and safety of students and staff. To that end, student desks and seating in classrooms, cafeterias, multi-purpose rooms, and other spaces should be separated by at least six feet to the maximum extent practicable. Where such physical distancing is not feasible or difficult to maintain, protective measures such as physical barriers between students and arranging seating, when applicable, such that all individuals face the same direction can help reduce transmission.

2.1. General Information

- 2.1.1. Hand sanitizing stations with alcohol-based hand sanitizers (at least 60% alcohol):
 - 2.1.1.1. in each classroom (for staff and older children who can safely use hand sanitizer).
 - 2.1.1.2. at entrances and exits of buildings.
- 2.1.2. Students should wash hands for at least 20 seconds at regular intervals, including, but not limited to, before eating, after using the bathroom, and after blowing their nose/coughing/sneezing.
 - 2.1.2.1. Use alcohol-based hand sanitizer (at least 60% alcohol) is permitted if washing with soap and water is not possible.
- 2.1.3. All rooms shall have working air conditioners; custodians will aerosolize filters daily.
- 2.1.4. At least one window will be open slightly for the exchange of clean air (negative air pressure).

- 2.1.5. Hallway doors will be open during the school day unless not appropriate for individual student needs.
- 2.1.6. Use of shared objects will be limited when possible or cleaned between use.
- 2.1.7. Teachers/paraprofessionals will work to the side of the student not face-to-face.
- 2.1.8. All classrooms/therapy rooms will have adequate cleaning supplies to keep surfaces clean throughout the day.
- 2.1.9. All classrooms/therapy rooms and items within these rooms will be sanitized on a daily basis.
- 2.1.10. The following rooms at TPC will be off-line for general use: CFL kitchen, Art room, Multi-Sensory Environment (MSE), Music room, two small counseling treatment areas, Media Center (students only), and Cafeteria (students only). The Laundry Room and the Dorm Room will be used for therapies only.
- 2.1.11. Student cafeteria may be used by staff for lunch with social distancing.
- 2.1.12. Laptops, webcams and/or iPads will be supplied to staff members for virtual instruction in the school building, as needed. Staff members will provide virtual instruction/therapy in office spaces and designated rooms (i.e. Staff Lounge, MSE, individual counseling rooms for Counselors, Speech Treatment areas for Speech, OT Treatment and additional spaces as available such as the 1st Floor Meeting Room, Dorm/Laundry Rooms and other office spaces).

2.2. Classrooms

- 2.2.1. Social distancing areas will be outlined in classrooms for desk placement. Social distancing guidance from CDC will support a six-foot radius around each student in classrooms, and a Net Square Footage (NSF) of 113. (Please note that the NSF listed includes allocations for a desk, circulation space, and loose furniture and equipment.)
- 2.2.2. Students with their own cubicles, will remain in their areas. All group tables will be avoided or limited to no more than two students at a time maintaining social distancing (not across from each other).
- 2.2.3. Desks in classrooms will face in the same direction (rather than facing each other) to reduce transmission.
- 2.2.4. Students and staff will not share any items, such as pencils, crayons, toys, books, games, sensory items and/or learning aids, etc. TPC will ensure adequate supplies are provided to prevent sharing of high touch materials. Items will be individualized/labeled and maintained in school in the student's cubicle/desk.
- 2.2.5. Students will use hand sanitizer on entry to the classroom.
- 2.2.6. TPC will ensure that student and staff groupings are as static as possible by having the same group of students stay with the same staff and will restrict mixing of groups.
- 2.2.7. Daily communication with parents will be primarily through email.
- 2.2.8. Cooking for Non-Cook recipes: Classroom refrigerators will be used as available, and those who do not have them will be assigned a shelf in a refrigerator in the cafeteria.

2.3. Special Area Teacher (SAT):

- 2.3.1. Live lessons will be streamed into the classrooms.

- 2.3.2.** Subject-specific materials and media will be provided to each class weekly.
- 2.3.3.** Assignments for students working remotely will be provided via Google Classroom.
- Music:** Singing and the use of instruments placed in the mouth will not be permitted due to the production of aerosolized air particles. Only percussion instruments will be used. Sharing of any type of instrument is not allowed. Music and the Brain Program will be scheduled on a weekly basis.
- Art:** Individual art lessons will be provided to students as applicable during hybrid-remote learning. The use of smocks will be prohibited.
- Consumer Family Life Skills (CFL):** Cooking lessons will be pre-recorded and provided once per month per classroom.
- Health:** Lessons will be streamed into classrooms from an office space in the Annex.
- The Annex is a separate building on the TPC campus, which provides office space for the Business Office and Supported Employment staff.
- World Language:** Lessons will be streamed into classrooms from the Curriculum office as listed above in the SAT section.

2.4. Related Services

- 2.4.1.** All treatment area spaces (table, chair and selected materials) will be cleaned following each student session by the treating therapist. Any materials used that cannot be cleaned with a spray bottle/paper towel will be left in a designated area of the treatment room to be sanitized by a custodian at the end of the day. All carpet areas will be sanitized each day.
- 2.4.2.** All therapies will be delivered as per student IEP with the use of PPE.
- 2.4.3.** Adaptive feeding equipment trials will be conducted ensuring that feeding equipment will be washed and sanitized following each trial.
- 2.4.4.** Prompt, oral motor, and swallowing interventions will continue using appropriate PPE.
- 2.4.5.** Related Services will be conducted in the classroom if feasible. If a student has therapy in a specific room, the one-to-one paraprofessional will transport the student to and from the therapy session, which will allow for time to clean between sessions.
- 2.4.6.** Sneeze guards will be implemented as needed in related service treatment areas.
- 2.4.7.** The number of related service providers assigned to each classroom will be limited. Caseloads will be adjusted as needed to accommodate.
- 2.4.8.** All therapists will determine at the start of each day which treatment rooms they will use for each therapy session. This will be communicated to the teachers on a daily basis throughout the school day.
- 2.4.9.** Social distancing will be maintained in all treatment spaces. The two fine motor areas in the OT/PT Treatment Room will be reduced to one fine motor area to allow for additional space. The MSE will not be utilized for treatment. Funtronics will be utilized with cleaning between use and a daily schedule to ensure that there is no overlap of services.
- 2.4.10.** The Related Service office space (Speech, OT, PT) will be reduced in capacity to allow for appropriate social distancing. Overflow of related service staff will be assigned to the Media Center.

Counseling: The two large treatment rooms will be utilized for counseling services only. Individual areas can be utilized for virtual counseling sessions.

Speech: Speech therapy sessions will be conducted in the classroom, if feasible. For individual sessions, there will be one therapist and one student (with one-to-one paraprofessional, if indicated) per treatment area. Speech Groups will be held in the classroom. In a hybrid model, Speech Groups will be delivered via Google Meet. All oral motor and feeding therapy will continue with the use of gloves and appropriate PPE.

Occupational/Physical Therapy (OT/PT): OT/PT treatment will occur in the Sensory Motor Gym, the OT/PT Treatment Area, the Dorm Room, Laundry Room and a portion of the gym (when available). The swing in the OT/PT Treatment Area only will be designated for sensory diets. The OT/PT Department will determine a list of students who receive sensory motor diets. A Google Form/Doc will be utilized to sign-up for specific times to use the swing in the OT/PT Treatment Area. Equipment should not be shared from one treatment area to another. Cloth/lycra materials should be limited based upon ability to effectively clean these materials.

Behavior: The New Jersey regulations outlined in P.L. 2017, Chapter 291 and N.J.S.A. 18A:46-13.4 through 13.7, which govern the use of seclusion and restraint in New Jersey schools will be followed as well as TPC policies, practices and procedures which staff members are trained on, at least annually. Staff will continue to utilize evidence-based practices for positive behavior supports, de-escalation, and crisis management. As always, physical intervention is an absolute last resort in situations where there is imminent danger of serious physical harm. All TPC staff members are trained in using the strategies and techniques provided by the Crisis Prevention Institute's Nonviolent Crisis Intervention program. When physical intervention is needed as a last resort, the following will be utilized to limit the risk of infection:

To limit the risk of infection prior to a physical restraint:

- Whenever possible, staff should put on PPE prior to a physical restraint (i.e. disposable barrier gowns, disposable gloves, disposable masks, face shields, and long sleeves should be used as appropriate to reduce direct contact).
- Only staff required for safely restraining a student should be involved; one additional staff member should monitor the restraint and address protective equipment needs for those staff who are involved in the restraint in the event that protective equipment needs to be altered or adjusted.
- To limit risk of infection during a physical restraint:
 - Keep hands clear of eyes, mouth, and nose of self and others.
 - Relieve initial staff members involved as soon as possible if they are not wearing appropriate protective equipment.
 - Implement established protocols for relieving colleagues involved in restraints.
- To limit risk of infection after a physical restraint:
 - Remove and dispose of and/or clean protective equipment immediately following the behavioral incident following the TPC cleaning protocols.

- Avoid touching your face and limit contact with hard surfaces before immediately washing hands.
- To minimize exposure, staff members are required to have a change of clothes available in case their clothing becomes contaminated.
- Once all health and safety issues have been addressed, follow debriefing and reporting procedures for the restraint.

Additionally, the behavior team will be split between floors (two behavior team members upstairs, with an office space in the Media Center and the remaining behavior team members on the main floor, with an office space in the Behavior/PE office) to further limit COVID-19 transmission.

Supported Employment/Career Education: Office space will be reduced in capacity and desks will be arranged to promote appropriate social distancing for Employment Specialists. Age appropriate, non-medically compromised students will be considered for employment, if positions are available and safety measures are in place at the workplace. Students will engage in vocational activities that are IEP driven at TPC.

- The vending machine will not be used during this time as shopping for items will not be possible.
- Transition Coordinator and SLE Instructor/Job Developer will conduct a site visit to ensure safety measures before a student returns to work.
 - All social distancing recommendations and cleaning protocol for vehicles will be in place.

Testing: Due to the current health data and to limit potential exposure, in-person formal assessments and testing from outside agencies will be strictly prohibited.

3. Transportation:

- 3.1.** If transportation vehicles (buses/vans) are used for TPC Supported Employment, drivers should practice all safety precautions including social distancing, face coverings, hand hygiene and cleaning protocols. Routine cleaning and disinfecting of vehicles according to CDC guidelines will be scheduled.
- 3.2.** As a private receiving school for students with disabilities, TPC does not provide transportation to and from the school each day. Sending districts provide transportation for students to and from school. TPC will collaborate with sending districts in order to maintain appropriate social distancing on school buses.
 - 3.2.1.** If a TPC staff member notes that a bus is not in compliance with social distancing protocols, they will immediately report to the TPC bus staff, who will then report to the Transportation Coordinator.
 - 3.2.2.** Transportation Coordinator will contact the sending district to report the non-compliance.
- 3.3.** It is the responsibility of the sending district to follow the Anticipated Minimum Standards of the NJDOE The Road Back document, which includes social distancing, wearing face coverings and cleaning protocols.

4. Student Flow, Entry, Exit, and Common Areas:

TPC will provide physical guides, such as tape on floors or sidewalks and signs on walls, to help ensure that staff and students remain at least six feet apart/socially distant. In order to promote social distancing, staff will utilize the cafeteria, east, main, and west/ramp doors when arriving and leaving during their contractual hours. All staff are required to wear face covering upon entering the building.

4.1. Health Office:

- 4.1.1.** TPC will limit student and staff access to the Health office.
- 4.1.2.** Student medication will be administered by a school nurse to the classroom to eliminate congestion in the Health Office.
- 4.1.3.** Nursing staff will be assigned to a floor for response to medical needs and medication dispensing.
- 4.1.4.** If a staff member is sick or injured, a call will be made to the Health Office for evaluation.
- 4.1.5.** The classroom teacher will call into the Health Office for general first aid needs and evaluations of students, which will limit congestion in the Health Office as it is deemed a HIGH-RISK area. Visitation to the Health office will be on an as needed basis.
 - 4.1.5.1.** Nurses must change PPE in-between classrooms when addressing a sick student. Classrooms will be provided with basic first aid supplies to handle minor issues along with documentation to the parents.
- 4.1.6.** Only emergency nebulizer treatments for breathing issues will be permitted due to emission of aerosolized air particles. The back room in the Health Office, which is a well-ventilated area, will be used for these treatments.

4.2. Student Arrival and Dismissal:

All staff and students will utilize established entry points and walking-plan to enter the building (the cafeteria, east entrance and main entrance). Gloves should be worn during bus time.

4.2.1. Arrival

- 4.2.1.1. Districts are responsible for transportation companies and must provide safety guidelines and cleaning protocols. If a TPC staff member notes that a bus is not in compliance with social distancing protocols, they will immediately report to the TPC bus staff, who will then report to the TPC Transportation Coordinator.**
- 4.2.1.2.** TPC will establish three student entry points. The buses will queue up in a single line within the TPC parking lot.
 - 4.2.1.2.1.** East Entrance - students will enter the building and use the East Stairwell.
 - 4.2.1.2.2.** The Cafeteria Entrance - students will enter the Cafeteria, make a right towards the West Stairwells and go up the stairwell by the Music Room
- 4.2.1.3.** Main Entrance - families/buses will queue up in the front of the building, students will enter through the Main Entrance and use the West Stairwell by the Health Office, as needed.
- 4.2.1.4.** A walking plan to classrooms will include social distancing.

- 4.2.1.5. TPC will establish three exit points for staff to retrieve students from the buses.
- 4.2.1.6. Staff members from each classroom will be assigned to socially distance in the Gym and Cafeteria as they wait for queued buses to be announced.
- 4.2.1.7. For queued buses at the East Entrance and Cafeteria Entrance, staff will exit the Dorm Room Door to retrieve students.
- 4.2.1.8. For queued buses at the Main Entrance, staff will exit the West Stairwell Ramp Door to retrieve students.
- 4.2.1.9. Staff will come to the parent vehicle to bring the student into the building.
- 4.2.1.10. Late parent drop offs are strongly discouraged. Parents will call the Main Office when they arrive at TPC. Staff will meet the student outside and enter through the Main Entrance.

4.2.2. Dismissal

- 4.2.2.1. The buses will queue up in a single line within the TPC parking lot.
- 4.2.2.2. The busing staff will announce the arrival of the buses and indicate the exit to use, as listed below.
- 4.2.2.3. When a bus is announced:
 - 4.2.2.3.1. East Exit - Students will exit the building via the East Stairwell and paraprofessionals will ensure social distancing.
 - 4.2.2.3.2. The Cafeteria Exit - Students will use the stairwell closest to their classroom and paraprofessionals will ensure social distancing.
 - 4.2.2.3.3. Main Exit - Students will use the stairwell closest to their classroom and paraprofessionals will ensure social distancing.
- 4.2.2.4. This walking plan also applies to staff exiting at the end of their day. In addition, all staff are required to clock out via their classroom/office computer (Paradigm).

4.3. Hallway transitions

- 4.3.1. Walking patterns will be clearly marked. Staff will monitor congestion in hallways and ensure social distancing as needed.
- 4.3.2. While transitioning in hallways, six-foot distance must be maintained.
- 4.3.3. Student/staff transitions will be limited in hallways as much as possible. All activities will be held in the classroom. This will include all meals, Art, Music, Health and CFL.
- 4.3.4. Physical Education class will be held in the gym/playground.
- 4.3.5. Copiers/Laminators - Students will not have access to printers/copiers, with the exception of the equipment in the Vocational Room with a job coach. Teachers or the head paraprofessionals will retrieve copies and laminate on a limited basis during the day. Staff are instructed to use a paper towel and spray cleaner to clean all surfaces before and after use.
- 4.3.6. Drinking Water - Staff should fill classroom water pitchers prior to the start of the school day. Should the pitcher need to be refilled during the school day, the classroom will designate one staff member to do so. Students will not participate in retrieving

water from dispensers as a classroom job. Students will drink water from disposable cups.

- 4.3.6.1. Water dispensers are located in the first floor photocopy room and in the hallway by the Assistant Principal/Director of Related Services' office; and in the Supervisors' Suite and hallway by the CBI Office on the second floor. Water coolers are also available in the cafeteria, gym and staff lounges.
- 4.3.6.2. Tissues will be available at each water cooler for handling the water cooler handle.
- 4.3.6.3. Staff will be encouraged to bring their own water bottles from home to limit cross-contamination and traffic in the hallways. Water coolers in the staff lounges are the only dispensers staff are permitted to use for personal consumption.

4.4. Common Areas

- 4.4.1. Bathrooms: There will be a limited number of students permitted to enter the bathrooms in order to provide social distancing.
 - 4.4.1.1. There will be a limit of four students permitted in the large bathrooms in the basement; sinks will be limited to provide for social distancing.
 - 4.4.1.2. There will be a limit of two students permitted in the sub-basement bathrooms; sinks will be limited to provide for social distancing.
 - 4.4.1.3. The single stall bathroom on the second floor will remain for individual use.
 - 4.4.1.4. A visual cue at the entrance of boys/girls' bathrooms will be posted allowing a maximum number of students permitted at one time.
 - 4.4.1.5. The Health Office bathrooms will be limited to students on a toileting schedule and will be limited to ensure social distancing.
 - 4.4.1.6. All bathrooms will have placement markers for waiting to use the bathroom and for the sink.
- 4.4.2. **Playground:**
 - 4.4.2.1. Only one class per period is permitted to use the playground at one time.
 - 4.4.2.2. A schedule will be constructed to allow for cleaning equipment in between use by the custodians.
- 4.4.3. **Offices:**
 - 4.4.3.1. **Staff in shared office space will have furniture configured to promote social distancing to the best extent possible.**
- 4.4.4. **Visitors/Meetings:** TPC will restrict non-essential visitors into the building, including parents, case managers, volunteers, students, etc.
 - 4.4.4.1. **Virtual meetings will be maintained.**
 - 4.4.4.1.1. Staff involved in virtual meetings will use their TPC PC/laptop to participate as needed. Additionally, the SMART Board with a webcam will be utilized as feasible.

- 4.4.4.1.2. Virtual conference call (GoToMeeting app) - This will be utilized to conduct Annual Reviews and other planned meetings, unless a different system is provided by the sending district.
- 4.4.4.1.3. Audio conference call- The Polycom conference call system will be used in the TPC conference room or the first floor Meeting Room as an option. Additionally, TPC cell phones are available for phone conferencing, except during bus dismissals.
- 4.4.4.2. **Intake Protocol: TPC will continue to conduct virtual intakes.**
 - 4.4.4.2.1. The intake team will complete an initial intake virtually to meet the student, family and district in order to determine appropriate and available placement at TPC.
 - 4.4.4.2.2. A virtual tour will be conducted for the family and district as needed.
- 4.4.4.3. The School Receptionist/Secretary will complete the COVID-19 Health Screening-Visitor (Appendix B) form and take the visitor's temperature.
- 4.4.4.4. The School Receptionist/Secretary will receive license/identification using gloves. New gloves will be used for each visitor.
- 4.4.4.5. If there is an issue with the health screening form, the Receptionist/Secretary will immediately notify the School Principal.
- 4.4.4.6. As customary, all visitors will remain in the secure lobby until a TPC member retrieves them.
- 4.4.4.7. Signage will be posted in the Main Entrance area that promotes social distancing.
- 4.4.4.8. The TPC Receptionist will frequently clean touch points throughout the day.

5. Screening, PPE, and Response to Students and Staff Presenting Symptoms:

5.1. Screening (Appendix C)

- 5.1.1. **Visitors** - All visitors will be screened as listed above.
- 5.1.2. **Student** - Teacher's will take students' temperatures and complete *the COVID-19 Health Screening-Student* (Appendix D) form upon entry into the classroom and again at 12:30pm. For any student with 100.4 or above temperature, the Health Office will be called.
 - 5.1.2.1. Students presenting with COVID-19 symptoms will be placed in the isolation room, under supervision, located in the Health Office area. See Response Procedures for COVID-19 Symptoms or Exposure section below for further details.
- 5.1.3. **Staff** - **All staff are required to take their temperature at school.**
 - 5.1.3.1. If a staff member has a temperature of 100.4 or above, they will remain home and call out on the sick line stating all symptoms. Any health-related issues will be reported directly and promptly to the school nurses.

5.1.3.2. All staff members will be required to take their temperature and complete the *COVID-19 Health Screening-Staff* (Appendix E) upon entering their designated classroom/office.

5.2. Personal Protective Equipment (PPE) (Appendix F)

5.2.1. Face coverings are mandatory in the school building for all staff, students and visitors throughout the school day, unless it will inhibit the individual's health. It is necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.

5.2.2. If a visitor refuses to wear a face covering for non-medical reasons, entry into the school facility may be denied. Face coverings may be available for purchase, in this case.

5.2.3. All staff will be provided with a reusable face shield as well as face masks, as needed.

5.2.3.1. If preferred, staff may provide their own face covering. Clean cloth face coverings can also be used. These face coverings are the responsibility of the wearer and must be laundered daily.

5.2.4. Staff will be required to wear a face shield and a mask when working with a student who shows signs of illness, is engaging in physical aggression or expectorating.

5.2.5. KN-95 face coverings, face shields, barrier gowns, and gloves will be provided, as needed, for the Nursing staff, the behavior team, custodians and those working with ill or physically aggressive students.

5.2.6. When social distancing is difficult or impossible for students, face coverings are required to be worn. Parents are strongly encouraged to send their child to school with a face covering each day. If cloth face coverings are used, they will be returned home for daily washing. If a student does not have a face covering, TPC will provide such face covering.

5.2.6.1. Students are encouraged to practice wearing face coverings at home with parents, and plans for no-sew face coverings will be provided for families upon request.

5.2.7. Staff are encouraged to wear gloves when working directly with students. A new pair of gloves is required when working with different students, toileting students, and before/after student meals.

5.2.8. Tissues, gloves, paper towels and spray cleaner will be readily available in classrooms and treatment areas.

5.2.8.1. A request for parents to send in tissues and hand sanitizer will be included in the Health Office welcome letter to parents.

5.2.9. Hand sanitizer will be available in every classroom/treatment area and should be used upon entry and exit of each room as well as whenever necessary throughout the day.

5.3. Response Procedures for COVID-19 Symptoms or Exposure

5.3.1. Students or staff members who develop symptoms of COVID-19 while at school:

If a student or staff member develops symptoms of COVID-19 while at school (i.e. 100.4-degree temperature or more, cough, shortness of breath), they will be maintained in an area of the Health Office designated for isolation until they are able to leave the school.

5.3.1.1. Students: (Appendix G)

- 5.3.1.1.1. The student's parent/guardian will be notified that the student must be picked-up within the hour. Per TPC's local health department, students are not permitted to be transported home via their school bus. The paraprofessional working with the student will remain with the student while adhering to social distancing guidelines as much as possible, under the observation of the school nurse.
- 5.3.1.1.2. It is necessary that a student's emergency contact be a licensed driver who is available to pick up an ill student within one hour.
- 5.3.1.1.3. A letter of notification will be sent by administration to parents/guardians of students, staff, district case managers, and bus contacts, in the event of COVID-19 positive cases while at TPC.

5.3.1.2. Staff:

- 5.3.1.2.1. If a staff member presents with symptoms listed above or begins to feel ill during the school day, they will call into the Health Office to report their concerns. The nurse will then advise on whether the staff member will remain in the classroom or report to the Health Office. A nurse will assess the staff member and if they present with the COVID-19 symptoms listed, the staff will be advised to leave the school building and to contact their physician/seek medical treatment immediately. If they are unable to transport themselves their emergency contact will be notified for pick-up. In the event of acute illness, an ambulance will be called. In these cases, the staff will stay in an isolation area in the Health Office until they are picked up.
- 5.3.1.3. Staff members and parents/guardians will be advised to notify their health care provider for further guidance and to inform the school immediately if diagnosed with COVID-19.
- 5.3.1.4. A physician note of clearance must be received by the school nurse prior to the staff member or student return. The physician's clearance must be in compliance with school policy and CDC/NJDOH guidelines.
- 5.3.1.5. Any staff or student with suspected exposure to COVID-19 occurring in school will be immediately reported to the TPC Administration Team and The Nutley Board of Health.
- 5.3.1.6. Guidance will be provided by the Nutley Board of Health if COVID-19 testing is mandatory for the return of those infected with COVID-19.

5.3.2. Student or staff member who test positive for COVID-19:

- 5.3.2.1. When TPC becomes aware of a COVID-19 positive case, the school nurse will notify the Nutley Board of Health for guidance.
- 5.3.2.2. Local health officials will provide direction on whether the school should cease operations following the identification of a positive case. The duration may be dependent on contact tracing and outbreak levels in the school,

community, and severity of illness in the infected individual. Symptom free but exposed staff or students will be advised not to attend other activities or work at another facility until cleared to do so.

5.3.2.3. All rooms and equipment used by the ill student, staff member, or any persons potentially exposed to that individual, will be cleaned and disinfected in accordance with CDC guidelines. When uncertain of the extent of potential exposure, all areas will be cleaned and sanitized. These areas will be cleaned by the custodial staff who will be equipped with PPE.

5.3.2.4. If a classroom(s) is quarantined, the classroom and staff affected will be put on 100% virtual instruction for the duration of the quarantine, as feasible.

5.3.3. Returning to school/work after COVID-19 Diagnosis or Exposure:

If a staff member or student contracts or is exposed to COVID-19, they cannot return to school until the criteria for lifting quarantine/home isolation have been met. A note of clearance is required by the individual's treating physician.

5.3.3.1. As per TPC's COVID-19 Re-Admittance Policy (Appendix H), return to school/work will be determined by one of the following strategies:

5.3.3.1.1. Symptom-based strategy:

5.3.3.1.1.1. Any student/staff member should remain in isolation with full quarantine/isolation at least until 10 days have passed since symptoms attributed to COVID-19 first appeared, AND

5.3.3.1.1.2. At least one day (24 hours) have passed since recovery, defined as a resolution of fever, without use of fever-reducing medication AND improvement in respiratory signs and symptoms, whichever is longer, AND

5.3.3.1.1.3. A doctor's note must be provided prior to re-admittance to school.

5.3.3.1.2. Time-based strategy:

5.3.3.1.2.1. Student/staff member should remain in isolation with full quarantine/isolation until 10 days have passed since the date of first positive COVID-19 diagnostic test, AND

5.3.3.1.2.2. Remain asymptomatic (if symptoms occur then this strategy no longer applies; refer to above) whichever is longer, AND

5.3.3.1.2.3. A doctor's note must be provided prior to re-admittance to school.

The Phoenix Center requires documentation based on the above from the treating physician in collaboration with the local Department of Health in which the student/staff member resides, and approval by the Nutley Department of Health for re-admittance.

TPC's Crisis Management plan for loss of life will be followed, as needed.

6. Contact Tracing:

Contact tracing is the process used to identify those who come into contact with people who have tested positive for many contagious diseases, including COVID-19. It is a long-standing practice in New Jersey and around the world and is an integral function of local health departments in keeping communities safe from the spread of disease. Upon notification that a member of the school community has tested positive for COVID-19, the local health department will be notified to determine close contacts that may have spread the virus, whereas close contact is defined as being within six feet for a period of at least 10 minutes and indirect contact is defined as more than six feet.

- 6.1.** All staff remaining in a classroom/office for 10 minutes or more will sign the *Contact Tracing Form* (Appendix I) maintained in the classroom/office.
 - 6.1.1.** The Contact Tracing form will include the staff members name, duration of stay (10-minutes; 15-minutes, etc.), type of contact (close contact and indirect contact) and name of student(s)/staff member(s) with whom contact was made.
 - 6.1.2.** In the event of a suspected/confirmed case of COVID-19 the School Nurses will review the Contact Tracing forms two days prior to the onset of symptoms and/or at the recommendation of the local health department.
 - 6.1.3.** The Health Office will inform staff, parents/guardians and visitors of exposure to the confirmed COVID-19 cases, as needed.
 - 6.1.4.** The School Nurse will provide support to the exposed individuals by providing educational information to assist them in understanding their risk. A *Daily Temperature and Symptom Monitoring Worksheet* (Appendix J) will also be provided, for follow-up and review for future re-entry.

7. Facilities Cleaning Practices:

7.1. Cleaning Protocol

- 7.1.1.** Cleaning products: The universal aerosol spray, Bioesque, will be applied with product recommended equipment. Bioesque is EPA approved and 99.9% effective against bacteria, fungus, and viruses including the human coronavirus. This product is for custodial use only.
 - 7.1.1.1.** EPA approved Enviro Solutions 64H, contained in spray bottles, as well as paper towels, will be available in all rooms of the school building.
- 7.1.2.** Custodians will disinfect all rooms of the school building and Annex with Bioesque on a daily basis. In addition, door handles, handrails, sinks, playground, bathrooms will be disinfected throughout the day and in between use as much as possible.
- 7.1.3.** Staff members will disinfect frequently touched surfaces in their classroom/treatment areas/office (e.g., door handles, sensory equipment, phones, light switches, computers, desks) daily and in between use as much as possible.
- 7.1.4.** Disposable toilet seat covers will be available for use in all bathrooms.
- 7.1.5.** Staff will be responsible to use toilet seat covers provided.
- 7.1.6.** Routine cleaning of the bathrooms during the school day, by custodial staff, will occur on a scheduled basis.

- 7.1.7. Toilet lids are installed on all commodes in order to limit aerosolization.
- 7.1.8. Air conditioners filters will be cleaned/aerosolized daily and replaced as necessary as per manufacturer's recommendations.
- 7.1.9. All vehicles will be cleaned with the EPA approved Enviro Solutions 64H contained in spray bottles with paper towels, by the driver after each use. The custodians will sanitize with the universal aerosol spray, Bioesque daily.
- 7.1.10. After a confirmed case of COVID-19 is determined, all rooms and equipment used by the ill student, staff member, or any persons potentially exposed to that individual, will be cleaned and disinfected in accordance with CDC guidelines, which includes waiting a maximum of 24 hours prior to cleaning. When uncertain of the extent of potential exposure, all areas will be cleaned and disinfected.
- 7.1.11. Technology equipment (i.e. laptops, iPads, devices, computer touchscreens, keyboards) will be cleaned throughout the day with the approved disinfectant by spraying onto a paper towel and wiping the touchpoints. Prior to and after touching the SMART Board screen, students/staff will utilize hand sanitizer.

8. Meals/Food Services:

8.1. Students

- 8.1.1. **TPC's School Nutrition program will continue to offer meals to all students who qualify for free and reduced meals, in addition to those who order meals.**
 - 8.1.1.1. In-Person: for students who order meals and are in attendance in the school building, all meals will be delivered to the classrooms by the Nutrition personnel, individually wrapped with appropriate disposable eating utensils.
 - 8.1.1.2. Virtual: for students who order meals and are virtually learning, they will be given Grab 'n Go meals, on the previous Friday, to take home for the following week.
 - 8.1.1.2.1. For students who are 100% virtual, parent pick-up is available on Fridays between 1:00pm – 2:00pm.
- 8.1.2. The Nu Way food service will deliver to the Cafeteria entrance. The Nu Way delivery person will complete the COVID-19 Health Screening-Visitors prior to entrance. The Nu Way delivery person is required to wear a face covering and gloves when in the school building.
- 8.1.3. Students will be required to bring lunch that doesn't need refrigeration or warming. All food must come to school ready to serve. TPC will no longer heat lunches or keep them in refrigerators. Parents are encouraged to include an ice pack and/or insulated container, if needed. TPC will provide disposable utensils as necessary for students. Parents will also be advised not to send in any forks/spoons from home with the exception of adaptive feeding equipment. All food/lunch items must fit into the students' lunch box. Social stories regarding meals will be provided as needed to assist students in understanding this change in meal times.

- 8.1.3.1. Student lunches will be stored, dependent upon the classroom, in personal lockers, individual bins or in designated areas in the classroom. Each student's lunch bag will be kept separate from other lunch bags.
- 8.1.4. Adaptive feeding equipment (i.e., weighted utensils, scoop bowls, dycem placemats) will be washed in the teaching kitchen and placed in the student's lunch bag or in their designated area in the classroom.
- 8.1.5. Breakfast and lunch will be held in the classrooms.
 - 8.1.5.1. Classroom staff will clean student desks before and after student meals with the provided cleaning supplies and use hand sanitizer when washing hands is not feasible.
 - 8.1.5.2. One Nutrition personnel will maintain pushing the cart of food deliveries while the other Nutrition personnel is responsible for handing the wrapped meals to the student/staff.
 - 8.1.5.3. In order to limit the passing of the meal ticket, the Nutrition personnel (pushing the food cart) will maintain a running log of students who receive meals for the day.
 - 8.1.5.4. Drop-off of school lunches during the school day by parents/guardians is prohibited.
- 8.1.6. Staff members serving meals will wear gloves at all times and wash their hands following the handling of food items.

8.2. Staff

- 8.2.1. Staff will be required to bring in lunch that does not require refrigeration or warming. Staff are encouraged to use an insulated container and/or ice pack, if needed.
 - 8.2.1.1. Student cafeteria/staff lounge (on stage) can be used for staff lunches. Social distancing areas will be marked and staff are reminded to abide by social distancing guidelines.
 - 8.2.1.2. Staff are permitted to remove face coverings during lunchtime, only.
 - 8.2.1.3. Staff are required to clean their eating area before and after consuming their meal with the supplied cleaning supplies.
 - 8.2.1.4. Staff may order lunch from outside eateries as per TPC protocol. Staff members may order lunch from nearby restaurants using their own cell phone. The delivery person must call the staff member's cell phone for pick-up at the Main Entrance. The staff member will then meet the delivery person at the front of the building to retrieve their order. Additionally, staff members are permitted to leave the building during their lunch period.
 - 8.2.1.5. Staff lunches will be stored in closet space or in an individual bin within the classroom, or in designated areas in the cafeteria, as needed.

9. Recess/Physical Education:

9.1. Physical Education:

- 9.1.1. To limit traffic into and out of the gym, students will enter the gym via the right staircase (closest to the laundry room) and exit the gym via the right door (when facing the stage).
- 9.1.2. Visual boundaries will be in place in order to maintain social distancing between students.
- 9.1.3. The gym divider will be utilized to create two separate learning spaces.
- 9.1.4. In order to mitigate risk, limit and/or eliminate direct contact with shared materials, lessons will be taught by utilizing equipment limited to items that do not require the use of a student's/staff's hands.

9.2. Recess:

- 9.2.1. Recess schedules will be staggered to prevent more than one classroom using the playground at any given time.
- 9.2.2. Playground equipment (permanent climbing apparatus): A schedule will be constructed to allow for cleaning and disinfecting of equipment between each use. Students in the same class will have access to limited shared equipment and maintain social distancing.
 - 9.2.2.1. Equipment will be limited to items that do not require the use of a student's/staff's hands.
- 9.2.3. Staff and students will wash their hands immediately after playground use.

10. Extra-Curricular Activities and Use of Facilities Outside of School Hours (Community Outings):

- 10.1. All Community-Based Instruction, Supported Employment, field trips, in-person extracurricular activities (i.e. Flippin Out, Horseback Riding, off-site Yoga, Bowling) and inter-group events are cancelled until social distancing and student safety can be assured. Re-entry into the Community-Based Instruction program will begin with older, non-medically compromised students and at such time when social distancing restrictions have lessened.
 - 10.1.1. Age appropriate, non-medically compromised students will be considered for employment, if positions are available and safety measures are in place at the workplace. All social distancing recommendations and cleaning protocol for vehicles will be in place.
- 10.2. Basketball and the Bowling League, in which TPC students play non-competitively with other students from Approved Private Schools for Students with Disabilities (APSSD's), are suspended until social distancing requirements have been lifted.
- 10.3. No extra-curricular activities or use of facilities will be permitted until restrictions have lessened significantly.
- 10.4. Some extracurricular activities (i.e. Minecraft Club, Comedy Club, etc.) for students will continue in a virtual format, as feasible.

SECTION 2: SOCIAL EMOTIONAL LEARNING (SEL) AND SCHOOL CULTURE AND CLIMATE

1. Educator Well-Being:

- 1.1. Staff members will be provided with opportunities to process traumatic events related to COVID-19 through the use of school counselors, as needed.
- 1.2. Self-care and wellness will be a focus for all staff members by providing access to pertinent professional development and workshops.
- 1.3. Resources will be made available to all staff members in regards to accessing mental health and trauma supports.
2. **Trauma-Informed Social and Emotional Learning:**
 - 2.1. TPC will facilitate opportunities for connection and reflection among students and staff.
 - 2.1.1. Students- morning meetings, Get Ready to Learn Yoga, and access to counseling, as needed.
 - 2.1.2. Staff- virtual monthly staff meetings, Birthday Breakfast, Unit/Department Meetings
 - 2.2. TPC's Crisis Management plan for loss of life protocol will be utilized when necessary.
3. **School Culture and Climate:**

TPC practices the FiSH philosophy (choose your attitude, play, make someone's day, and be present). TPC makes every effort to ensure the school climate and culture is a healthy one. Spirit days/weeks, Birthday Breakfasts (for staff), and the Hero program (for students) are some of the elements of TPC's efforts to promote a positive school environment for students and staff.
4. **Wraparound Supports:**
 - 4.1. TPC will continue to provide support to families via Parent Support Groups, Partners in Caring meetings (TPC's Home School Association), Parent Workshops and Back to School Night, which will be held virtually.
 - 4.2. All students at TPC have an In-House Case Manager (IHCM), who is the liaison between the sending district, the family and TPC. The IHCM oversees and manages a caseload of approximately 15 students and ensures that any emerging needs are met.
 - 4.3. Virtual home visits will be conducted as needed.
 - 4.4. It is anticipated that sending districts will provide wraparound support and resources to families that are offered within the district, in collaboration with TPC's IHCM's.
5. **Family Engagement:**

A parent meeting will be held in August, prior to the opening of school to explain the details of TPC's Restart and Recovery Plan. This meeting will be offered via Zoom and will provide time for parents/guardians to engage in a question and answer session. A similar format will be used to inform the staff of the details of the Restart and Recovery Plan.

SECTION 3: LEADERSHIP AND PLANNING

Restart Committee Team - Executive Director, Principal, Assistant Principal, Director of Related Services, School Nurse, HR Manager, Business Manager, Transition Coordinator

Pandemic Response Team - Phoenix Emergency Response Team (PERT) - a cross section of administrators, nurses, teachers, behavior team members, counselors, related service providers, and curriculum team members.

1. Prior to school re-opening:

1.1. Surveys:

- 1.1.1.** *Staff/Student Re-entry Survey* was distributed on 7/7/2020. The survey was designed to allow feedback from staff members and families (including students) to assist with the school reopening planning process.
- 1.1.2.** An additional staff re-entry survey entitled *COVID-19 Employee Return-to-Work Survey* will be distributed via Survey Monkey after reviewing TPC's Restart and Recovery Plan to obtain information on staff ability to return to work in the building, illness and exposure, susceptibility and high-risk health conditions. Requests for accommodations will be reviewed by HR Manager/Administration and implemented as practicable.
- 1.1.3.** *Student/Family Health Survey* will be emailed in mid-August to obtain information on family and student illness, as well as exposure to positive COVID-19 cases during the stay at home mandate. A health survey will be emailed to all staff and families, via Survey Monkey during the month of August.
 - 1.1.3.1.** Follow-up phone calls will be made by the school nurses to those without a response as well as those diagnosed and/or exposed to COVID-19.

2. Scheduling:

In order to maintain the safety and security of staff and students, a hybrid model of scheduling will be implemented. In order to ensure consistent social distancing capacity for TPC based on the Facilities Efficiency Standards (FES), the net square footage (NSF) per occupant based on a six-foot radius of space is 113 NSF. Per this standard, each classroom will have approximately 50% capacity of students and staff each day. Students and paraprofessionals will be placed in either a Group A or Group B cohort. Each Group cohort is indicated in red or blue on the School Calendar (Appendix K). Families and districts will be notified of the students' cohort assignment in early August.

- 2.1.** Group A students and paraprofessionals will attend in-person instruction on Weeks 1, 3 and so on.
 - 2.1.1.** Group B students and paraprofessionals will simultaneously attend virtual instruction.
- 2.2.** Group B students and paraprofessionals will attend in-person instruction on Weeks 2, 4 and so on.
 - 2.2.1.** Group A students and paraprofessionals will simultaneously attend virtual instruction.
- 2.3.** This pattern will continue throughout TPC's hybrid A/B weekly model.

3. In-person instruction:

During in-person learning, student-to-staff ratios will remain two-to-one (or one-to-one for those students who have it in their IEP). IEP goals and objectives will be targeted and in-person instruction will commence ensuring social distancing among students and limiting shared materials.

- 3.1.** Students will follow their 30-minute schedules each day which will include academics, special area subjects, related services, and supported employment (if applicable).

- 3.2. In an effort to limit transitions throughout the school building, Music, Health, Art and CFL will be streamed virtually into the classrooms for students to learn and participate.
- 3.3. Related Service Providers will have a combination of pushing into the classrooms to deliver student services as well as pull-out to therapy rooms (ensuring social distancing).
- 3.4. Employment Specialists may have a combination of pushing into the classrooms to deliver vocational instruction, pull-out to the vocational room(s) (ensuring social distancing) or resume job sites when possible ensuring social distancing and safety measures are in place. Additionally, two tables will be set up on the Gym stage as a vocational work area. A maximum of three students are permitted in the Vocational room and four students on the stage, seated at the heads of each table.
 - 3.4.1. Shredding boxes will be designated for job coaches to be used as needed; community shredding boxes will not be used.
- 3.5. Students will bring their personal item containers, which include writing implements, scissors, glue sticks, etc. when needed to support employment and related services.

4. Virtual instruction:

During virtual learning, it is expected that students engage in standards-based learning under the guidance and direction of the teacher. This shall occur through face-to-face interactions with teachers, therapists, employment specialists and paraprofessionals, along with assignments posted in Google Classroom and hands-on activities. Due to parents/guardians work schedules and other obligations, it is not expected that students complete assignments at specific time frames throughout the day. TPC allows for flexibility as to when assignments are completed with the support of parents/guardians. It is expected that assignments are submitted to Google Classroom daily.

- 4.1. Classroom Academics: Classroom teachers will post academic assignments onto Google Classroom on a daily basis. In an effort to balance screen time and provide more flexibility for students and their families, pen and paper/table top activities may also be sent home to students as needed. Teachers will email parents/guardians between 8:00 am and 8:30 am each day to touch base in regards to their child’s instruction and to offer any assistance that they may need.
 - 4.1.1. Based on parent work schedules, some students may be engaging in learning in the evening. Teachers will be responsible for developing lessons and materials for both virtual and table top learning through paper packets, as needed, that will be sent home, along with activities uploaded into Google Classroom. Teachers will update or adjust student assignments, as needed, as well as upload additional activities and assignments, virtually through Google Classroom and emails.
 - 4.1.2. Teachers will provide a weekly pre-recorded greeting that summarizes the upcoming week of virtual instruction. In addition, teachers will facilitate two live lessons per week on a predetermined schedule.
 - 4.1.3. Assessment of student progress will be based on completed assignments demonstrated in Google Classroom, photos or videos of work emailed to teachers, and/or anecdotal data obtained during live lessons as well as contact with families via email and/or telephone calls.

4.1.4. All paraprofessionals work hours are 8:15 am to 3:00 pm, Monday through Friday, as per their contract. They will continue to function under the supervision of the classroom teacher and assist in developing materials to meet each student's unique needs. More specifically, paraprofessionals, including one-to-one paraprofessionals will be available via Google Classroom and Google Meet to support the students in learning. They will create a live meeting each day and be available to work with the students throughout the duration of their school day (8:30am to 2:45pm). Paraprofessionals will assist in presenting materials, providing accommodations, and demonstrating strategies in order for students to work on assignments. Paraprofessionals will also be able to provide behavioral suggestions under the guidance of the school's BCBA and/or by following the students behavior plan in order to help students be successful during virtual learning. One-to-one paraprofessionals will also be available to attend internal IEP/AR "prep" meetings with TPC staff, to prepare for upcoming Annual Reviews on the student they work with directly. All paraprofessionals will complete a log of work/activities completed during the day. If a student is absent during their virtual week, it is expected that the paraprofessional assigned to that student will be available for in-person instruction as needed.

5. Special Area Subjects:

Special Area teachers will post assignments on their Google Classrooms as per their schedules and will provide feedback to students/families.

6. Related Services:

All related service treatment plans and therapy provided will follow the goals and objectives in the student's IEP, including duration and frequency. Therapy will be delivered via a combination of Google Meet sessions, assignments in Google Classroom and/or phone conference with students and consultation with parents. Materials are provided through assignments made in Google Classroom or materials that are sent home. Related service providers will update or adjust assignments and materials as needed. Related Service will attempt to provide as many live Google Meet sessions as possible. Related service providers track services and therapy log notes (including documentation of progress, accommodations and modifications) on a daily basis. If a student does not attend a live Google Meet session, the therapist will contact the family during that time. Adjustments in related service live sessions schedules will be made, as needed to accommodate the students, as feasible due to the nature of the hybrid model. Assessment of student progress will be based on completed assignments demonstrated in Google Classroom, photos or videos of work emailed to related service providers and anecdotal data obtained during live Google Meets, email and/or telephone calls. In addition, SEMI Tracking Logs will be completed and provided to sending districts on a quarterly basis.

7. Supported Employment/Career Education:

Supported Employment Specialists will supply customized activities to Google Classroom/Google Meet and table top activities for students who are 16 to 21. Supported Employment Specialists will be conducting live Google Meets and/or providing phone calls to students on their caseload. Students will be provided with activities that can be completed in the

home environment that focus on job skills and are aligned to the Career Education goals in their IEPs.

At any point should TPC be required to close due to the shifting health data, virtual instruction will fully resume following the School Health-Related Preparedness Plan procedure. TPC will ensure students and staff have the necessary materials needed to transition to complete virtual learning on short notice.

8. Staffing:

All administration, nurses, teachers, related service providers (OT, PT, Speech, Counseling), behavior department, employment specialists, office/business staff and custodians will be in-building during all hybrid instruction. General and one-to-one paraprofessionals will engage students in a combination of in-building and working remotely from home following their assigned student's schedule. Staff roles, schedules and responsibilities may change, based on logistical needs within the school building. Instructional and non-instructional staff schedules may also include designated time to support school building logistics required to maintain health and safety requirements.

9. Provisional Teachers:

Provisional teachers are mentored by veteran teachers to meet state requirements. The Mentor Program will continue at TPC ensuring social distancing and safety measures. The mentor and mentee will communicate, using agreed upon methods, as well as schedule "in-person" contact to provide sufficient support. The mentor will continue to maintain monthly logs of mentoring contact.

10. Student Interns:

Due to social distancing and space limitations, TPC will limit the number of student interns to two students (one Speech and one PT for the fall semester). Student interns will follow all safety and health guidelines set forth in this plan and will attend all September orientation workshops. TPC related service providers will collaborate with college/university professors in regards to student requirements. Prior to being admitted into the building, the Student Intern will be required to complete all required paperwork and the COVID-19 Health Screening-Visitor. Student observations will be considered on an individual basis.

SECTION 4: FULL-TIME REMOTE LEARNING OPTION

1. Unconditional Eligibility for Full-time Remote Learning:

As per the COVID-19 Full-Time Remote Learning Policy (Appendix L), all students are eligible for full-time virtual learning; eligibility cannot be conditioned on a family/guardian demonstrating a risk of illness or other selective criteria. During full-time virtual learning, it is expected that students engage in standards-based learning under the guidance and direction of the teacher. This shall occur through face-to-face interactions with teachers, therapists, employment specialists and paraprofessionals, along with assignments posted in Google Classroom and hands-on activities. Due to parents/guardians work schedules and other obligations, it is not expected that students complete assignments at specific time frames throughout the day. TPC allows for flexibility as to when assignments are completed with the support of parents/guardians. It is expected that assignments are submitted to Google Classroom daily.

2. Procedures for Submitting Full-Time Remote Learning Requests:

TPC clearly defines procedures that a family/guardian must follow to submit a request for full-time remote learning, including requests to begin the school year receiving full-time remote learning and requests to transition from in-person or hybrid services to full-time remote learning during the school year. Procedures are as follows:

2.1. Parent request for full-time remote learning:

2.1.1. Parent(s) will submit an email to the Principal, a request for their child to engage in full-time remote learning at the start of the school year in September.

2.1.1.1. Parent request must be received by August 17th

2.1.2. Request must include: Student's name, reason for request (i.e. health related, parent work schedule, etc) and level of access to technology.

2.1.3. The administrative team will review the request and contact the sending district to notify them of the full-time remote learning request and determine if an IEP meeting or an amendment to a student's IEP is needed for full-time remote learning.

2.1.4. TPC will acknowledge the parent request and respond with the start date for full-time remote learning within five to seven business days.

2.2. Parent request from hybrid to full-time remote learning:

2.2.1. Parent(s) will submit an email to the Principal, a request for their child to transition from hybrid to full-time remote learning during the school year.

2.2.1.1. Request must include: Student's name, reason for request (i.e. health related, parent work schedule, etc).

2.2.2. The administrative team will review the request and contact the sending district to notify them of the full-time remote learning request and determine if an IEP meeting or an amendment to a student's IEP is needed for full-time remote learning.

2.2.3. TPC will acknowledge the parent request and respond with the start date for full-time remote learning within five to seven business days.

3. Scope and Expectations of Full-time Remote Learning:

A student participating in TPC's full-time remote learning option must be afforded the same quality and scope of instruction and other educational services as any other student otherwise participating in TPC's hybrid model. Like in-person and hybrid programs, full-time remote learning must adhere to length of school day requirements pursuant N.J.A.C. 6A:32-8.3, local attendance policies, and any other local policies governing delivery of services to, and district expectations of, students participating in remote programs and their families.

3.1. Virtual instruction - During virtual learning, it is expected that students engage in standards-based learning under the guidance and direction of the teacher. This shall occur through face-to-face interactions with teachers, therapists, employment specialists and paraprofessionals, along with assignments posted in Google Classroom and hands-on activities. Due to parents/guardians work schedules and other obligations, it is not expected that students complete assignments at specific time frames throughout the day. TPC allows for flexibility as to when assignments are completed with the support of parents/guardians. It is expected that assignments are submitted to Google Classroom daily.

3.1.1. Classroom Academics: Classroom teachers will post academic assignments onto Google Classroom on a daily basis. In an effort to balance screen time and provide more flexibility for students and their families. Teachers will email parents/guardians between 8:00 am and 8:30 am each day to touch base in regards to their child's instruction and to offer any assistance that they may need.

- 3.1.1.1. The classroom teacher will provide two live lessons per week on a predetermined schedule. The teacher will also provide a weekly pre-recorded greeting that summarizes the upcoming week of virtual instruction.
 - 3.1.2. An additional certified teacher will be the liaison between the classroom teacher and the students on full-time remote learning.
 - 3.1.2.1. The liaison teacher will run two live Google Meet lessons each day on a predetermined schedule and maintain the level of participation.
 - 3.1.3. Assessment of student progress will be based on completed assignments demonstrated in Google Classroom, photos or videos of work emailed to teachers, and/or anecdotal data obtained during live lessons as well as contact with families via email and/or telephone calls.
 - 3.1.4. Based on parent work schedules, some students may be engaging in learning in the evening. Teachers will be responsible for developing lessons and materials that will be uploaded into Google Classroom. Teachers will update or adjust student assignments, as needed, as well as upload additional activities and assignments, virtually through Google Classroom and emails.
 - 3.1.5. All paraprofessionals work hours are 8:15 am to 3:00 pm, Monday through Friday, as per their contract. They will continue to function under the supervision of the classroom teacher and assist in developing materials to meet each student's unique needs. More specifically, paraprofessionals, including one-to-one paraprofessionals will be available via Google Classroom and Google Meet to support the students in learning. They will create a live meeting each day and be available to work with the students throughout the duration of their school day (8:30am to 2:45pm). Paraprofessionals will assist in presenting materials, providing accommodations, and demonstrating strategies in order for students to work on assignments. Paraprofessionals will also be able to provide behavioral suggestions under the guidance of the school's BCBA and/or by following the students behavior plan in order to help students be successful during virtual learning. One-to-one paraprofessionals will also be available to attend internal IEP/AR "prep" meetings with TPC staff, to prepare for upcoming Annual Reviews on the student they work with directly. All paraprofessionals will complete a log of work/activities completed during the day.
- 3.2. **Special Area Subjects:** Special Area teachers will post assignments on their Google Classrooms as per their schedules and will provide feedback to students/families.
- 3.3. **Related Services:** All related service treatment plans and therapy provided will follow the goals and objectives in the student's IEP, including duration and frequency. Therapy will be delivered via a combination of Google Meet sessions, assignments in Google Classroom and/or phone conference with students and consultation with parents. Materials are provided through assignments made in Google Classroom or materials that are sent home. Related service providers will update or adjust assignments and materials as needed. Related Service will attempt to provide as many live Google Meet sessions as possible. Related service providers track services and therapy log notes (including documentation of progress, accommodations and modifications) on a daily basis. If a student does not attend a live Google Meet session, the therapist will contact the family during that time. Adjustments in related service live sessions schedules will be made, as needed to accommodate the students, as feasible due to the nature of the hybrid model. Assessment of student progress will be based on completed assignments demonstrated in Google Classroom, photos or videos of

work emailed to related service providers and anecdotal data obtained during live Google Meets, email and/or telephone calls. In addition, SEMI Tracking Logs will be completed and provided to sending districts on a quarterly basis.

- 3.4. **Supported Employment/Career Education:** Supported Employment Specialists will supply customized activities to Google Classroom/Google Meet for students who are 16 to 21. Supported Employment Specialists will be conducting live Google Meets and/or providing phone calls to students on their caseload. Students will be provided with activities that can be completed in the home environment that focus on job skills and are aligned to the Career Education goals in their IEPs.
- 3.5. Students who qualify for free or reduced meals, in addition to those who want to order meals, please see Meal/Food Service, section 8 above.

4. Procedures to Transition from Full-time Remote Learning to In-Person Services:

The following are the procedures to transition from full-time remote learning to the hybrid model:

- 4.1. Parent(s) will submit an email to the Principal, a request for their child to transition from full-time remote learning to the hybrid model during the school year.
 - 4.1.1. Request must include: Student's name, reason for request (i.e. health related, parent work schedule, etc.).
- 4.2. The administrative team will review the request and contact the sending district to notify them of the request to transition to TPC's in-person, hybrid model and determine if an IEP meeting or an amendment to a student's IEP is needed for the hybrid model of in-person learning.
- 4.3. TPC will determine which hybrid cohort the student will participate in and inform the sending district.
- 4.4. Sending district will arrange for busing, as needed.
- 4.5. TPC will acknowledge the parent request and respond with the start date for the hybrid model of in-person learning within five to seven business days.

5. Reporting:

TPC IHCM will report to the sending district the student's participation in full-time remote learning as well as any changes that may occur throughout the school year. The TPC IHCM will record this information on the *2020-2021 Student Participation and Connectivity* spreadsheet. Information will be reported to the NJDOE regarding the number of students in the following subgroups: economically disadvantaged; major racial and ethnic groups; students with disabilities; and English learners, as requested.

6. Procedures for Communicating District Policy with Families:

TPC will provide clear and frequent communication with families/guardians, in their home language, to help ensure that this important flexibility is as readily accessible as possible. Communication will include, at a minimum, information regarding:

- Summaries of, and opportunities to review, TPC's full-time remote learning plan;
- Procedures for submitting full-time remote learning requests;
- Scope and expectations of full-time remote learning;
- The transition from full-time remote learning to in-person services and vice-versa
- TPC's plan for ongoing communication with families and for addressing families' questions or concerns.

6.1. Student Attendance:

TPC has a dedicated student attendance line as a way for parents to report student absence. Parents will be advised to call the TPC student sick line if their child is unable to access and participate in the virtual/distance learning on a particular date for sick or personal reasons. The school nurse will enter students as absent into Paradigm, TPC's student database, as these calls are made. The student attendance list will then be emailed to all staff each morning by the school nurse. Should a student be called out sick for more than two consecutive days, the health office will contact families to assess wellness. Sending districts will be notified if students are out sick for a consistent/extended basis by TPC IHCM.

Student participation will be tracked on a weekly basis by the teachers, related service providers, job coaches and TPC IHCMs using the 2020-2021 Student Participation and Connectivity spreadsheet. The level of participation for each student will be noted, based on student engagement in Google Classroom, live Meets as well as information gathered from the family. This spreadsheet will be updated weekly, as needed, by each staff member noted above and reviewed by the IHCM. TPC IHCM's will be in continuous contact with the sending district in regards to the level of their student's participation and engagement in virtual/distance learning. As an APSSD, student attendance does not typically factor into promotion, retention, graduation, or discipline. The TPC IHCM's and the sending districts will collaborate with parents to address any student participation/attendance issues.

SECTION 5: POLICY AND FUNDING

1. Due to the COVID-19 pandemic, policies will be amended or written. The policies that are being addressed are: Screening, PPE, Contact Tracing, Re-Admittance, Student Illness, and the Families First Coronavirus Response Act Policy.
2. TPC has included in their 2020-2021 Budget, allocations for PPE, cleaning supplies and technology.

SECTION 6: CONTINUITY OF LEARNING

1. Ensuring the Delivery of Special Education and Related Services to Students with Disabilities:

The mission of TPC, working in partnership with families and community, is to develop the potential of each student with significant developmental disabilities and those on the autism spectrum ages five through 21 and to provide customized, unique and individualized programs aligned with the New Jersey Student Learning Standards (NJSLS). Promoting the development of the whole student, we care for, educate and empower our students and graduates so that they may develop life-centered skills which will prepare them for life beyond the classroom. The intent of TPC is to provide students with meaningful learning experiences through academics and related services that are aligned to the curriculum and their IEPs.

2. Technology and Connectivity:

In addition, student participation will be tracked by the teachers, related service providers, supported employment and TPC IHCM's using the spreadsheet mentioned above. The level of participation for each student will be noted, based on student engagement in Google Classroom, live Meets as well as information gathered from the family. This spreadsheet will be updated weekly, as needed, by each staff member noted above and reviewed by the IHCM. TPC IHCM's will be in continuous contact with the sending district in regards to the level of their student's participation and engagement in virtual/distance learning.

3. Curriculum, Instruction and Assessments:

Upon reentry to school, students will be assessed by TPC certified staff, based on current IEP goals and objectives, in order to determine any regression that may have occurred. TPC will collaborate with sending districts regarding regression and/or learning loss. If compensatory services are warranted, the need will be determined by the IEP team and will be made on an individual student basis.

4. Professional Development:

TPC will provide staff with access to pertinent workshops related to distance learning/remote instruction, COVID-19, and student regression and recoupment. The focus of professional learning for the school year will support educators in meeting the social emotional, health, and academic needs of the students. In addition, the school calendar will be adjusted in order to provide for three full days of orientation and training for all staff in this effort. Orientation will be streamed into classrooms and offices via Zoom and Google Meet.

- 4.1.** This Restart and Recovery Plan will be provided for review by all staff members and families four weeks prior to the first day of school.
- 4.2.** New Staff Orientation will be conducted virtually as feasible.
- 4.3.** Crisis Prevention Institute's Nonviolent Crisis Training (NCI) will be executed virtually as feasible. Proper PPE will be provided when physical training is necessary.

SECTION 7: APPENDICES

- Appendix A - Families First Coronavirus Response Act Policy
- Appendix B - COVID-19 Health Screening - Visitor
- Appendix C - COVID-19 Health Screening Policy
- Appendix D - COVID-19 Health Screening - Student
- Appendix E - COVID-19 Health Screening - Staff
- Appendix F - COVID-19 Personal Protective Equipment (PPE) Policy
- Appendix G - Student Illness During COVID-19 Pandemic Policy
- Appendix H - COVID-19 Re-Admittance Policy
- Appendix I - Contact Tracing Form
- Appendix J - Daily Temperature and System Monitoring Worksheet
- Appendix K - School Calendar
- Appendix L - Covid-19 Full-Time Remote Learning Option Policy



Preparing students for life beyond the classroom

Accredited by NCASES and Middle States Association

Appendix A: 322 - The Phoenix Center - Families First Coronavirus Response Act Policy

Approved by the Board of Directors on 5/12/2020

Policy

The **Families First Coronavirus Response Act (FFCRA or Act)** provides employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

This Policy is incorporated into and supplements the Employee Handbook.

Procedure

A. EMERGENCY PAID SICK LEAVE ACT (EPSLA)

The Emergency Paid Sick Leave Act provides paid sick leave benefits for specific reasons between April 1, 2020 through December 31, 2020. All eligible employees are entitled to this paid sick leave regardless of their length of employment for The Phoenix Center.

Amount of Leave

Eligible employees will be entitled to up two weeks pay (80 hours or a part-time employee's two week equivalent) of paid sick leave based on the regular rate of pay.

Payment of EPSLA Benefits:

1. 100% of the regular rate of pay, up to \$511 daily or \$5,110 total, if the employee is unable to telework and must be absent because the employee:
 - a. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
 - b. has been advised by a health care provider to self-quarantine related to COVID-19;
 - c. is experiencing COVID-19 symptoms and is seeking a medical diagnosis.
2. Two-thirds of the regular rate of pay, up to \$200 daily and \$2,000 total, if the employee is unable to telework and must be absent because the employee:
 - a. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2) above;
 - b. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
 - c. is experiencing any other substantially similar condition specified by the US Department of Health and Human Services.

Employees are not required to use other paid leave plans first before using Emergency Paid Sick Leave, but may elect to substitute any accrued vacation leave, personal leave, or medical or sick leave for the first two weeks of partial paid leave under this section.

Documentation

Employees are required to provide documentation to support taking Emergency Paid Sick Leave. This document should have the employee's name, qualifying reason for requesting leave, a statement that the employee is unable to work, including telework, for that reason, the date for which leave is

requested, and documentation of the reason for the leave, such as the source of any quarantine, isolation order, or the name of the health care provider who has advised self-quarantine.

For reasons 2.a through 2.b above, employee will be required to provide documentation supporting the need for leave, such as letter or email from the school or child care center or child care provider, indicating the closure, regarding the source of the leave.

Notice

Where leave is foreseeable, an employee should provide notice of leave to his or her supervisor and Human Resources as soon as practicable. After the first workday of paid sick time, employee should continue to keep in touch with HR on a regular basis (at least weekly) about the need for leave in order to continue receiving paid sick leave.

B. THE EMERGENCY FAMILY MEDICAL LEAVE EXPANSION ACT (EFMLEA)

An employee may be granted a leave of absence when unable to work or telework due to a need to care for a son or daughter under age 18, if the school or care center is closed or childcare provided is unavailable, for reasons related to the COVID-19 virus between April 1, 2020 through December 31, 2020. This provision applies to employees who have been employed for at least 30 calendar days.

Amount of Leave

Employees with a qualifying leave are eligible for a leave up to 12 weeks of Emergency Family Medical Leave within a 12-month period.

Payment of EFMLEA Benefits

1. The first 10 days of Emergency Family Medical Leave are unpaid, unless the employee qualifies for Emergency Paid Sick Leave Benefits or other accrued sick leave benefits.
2. The remainder of Emergency Family Medical Leave (up to 10 weeks) are payable at two-thirds of the employee's regular rate of pay times the number of hours the employee would otherwise be normally scheduled to work, up to a maximum of \$200 per day, or \$10,000 in total.
3. Payment is prorated for part-time employees based on the average of their hours in the prior six months.

Documentation

Employees seeking to take Emergency Family Medical Leave will be required to provide documentation supporting the need for leave, such as letter or email from the school or child care center or child care provider, indicating the closure, regarding the source of the leave.

Notice

Where leave is foreseeable, an employee should provide notice of leave to his or her supervisor and Human Resources as soon as practicable. After the first workday of paid sick time, employee should continue to keep in touch with HR on a regular basis (at least weekly) weekly about the need for leave to continue receiving paid sick time.

C. INTERMITTENT LEAVE

If employee has a need for intermittent Emergency Family Medical Leave, please speak with Human Resources. Depending on business needs, the company will consider the request for intermittent leave.

D. LIMITATIONS ON USE OF LEAVE

1. Employees working remotely during a COVID-19 school closures shall document time worked in accordance with TPC's guidelines. COVID-19 leave time shall not be used when an employee is working remotely.
2. Employees unable to work due to an illness unrelated to COVID-19, or due to an employee's scheduled vacation, shall not use COVID-19 leave. In those cases, Employees shall use regular PTO, vacation, or sick time in accordance with established policies set forth in the Staff Handbook.
3. COVID-19 leave shall be used only during a mandated closure of the school due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health related closure.

Appendix B: The Phoenix Center COVID-19 Health Screening - Visitor

The Phoenix Center COVID-19 Health Screening - Visitor

Appendix B

Date	Name	Phone Number	Parent District Visitor Vendor Other	Symptoms <ul style="list-style-type: none"> • Cough • Shortness of breath or difficulty breathing, • Chills, repeated shaking with chills, • Muscle pain/ache • Headache • Sore throat • New onset of loss of taste or smell 	100.4 or higher Today?	Has traveled to/from an area of high risk or has been in close contact with a suspected or confirmed case of COVID-19 in the last two weeks		Purpose Of Visit	Screener Initials
						Travel	Exposure		
				Y N	Y N	Y N	Y N		
				Y N	Y N	Y N	Y N		
				Y N	Y N	Y N	Y N		
				Y N	Y N	Y N	Y N		
				Y N	Y N	Y N	Y N		
				Y N	Y N	Y N	Y N		
				Y N	Y N	Y N	Y N		
				Y N	Y N	Y N	Y N		
				Y N	Y N	Y N	Y N		
				Y N	Y N	Y N	Y N		
				Y N	Y N	Y N	Y N		
				Y N	Y N	Y N	Y N		
				Y N	Y N	Y N	Y N		
				Y N	Y N	Y N	Y N		
				Y N	Y N	Y N	Y N		
				Y N	Y N	Y N	Y N		
				Y N	Y N	Y N	Y N		
				Y N	Y N	Y N	Y N		
				Y N	Y N	Y N	Y N		
				Y N	Y N	Y N	Y N		
				Y N	Y N	Y N	Y N		
				Y N	Y N	Y N	Y N		
				Y N	Y N	Y N	Y N		
				Y N	Y N	Y N	Y N		
				Y N	Y N	Y N	Y N		
				Y N	Y N	Y N	Y N		
				Y N	Y N	Y N	Y N		
				Y N	Y N	Y N	Y N		
				Y N	Y N	Y N	Y N		
				Y N	Y N	Y N	Y N		
				Y N	Y N	Y N	Y N		
				Y N	Y N	Y N	Y N		
				Y N	Y N	Y N	Y N		
				Y N	Y N	Y N	Y N		
				Y N	Y N	Y N	Y N		
				Y N	Y N	Y N	Y N		
				Y N	Y N	Y N	Y N		
				Y N	Y N	Y N	Y N		
				Y N	Y N	Y N	Y N		
				Y N	Y N	Y N	Y N		
				Y N	Y N	Y N	Y N		
				Y N	Y N	Y N	Y N		
				Y N	Y N	Y N	Y N		



Preparing students for life beyond the classroom

Accredited by NCASES and Middle States Association

Appendix C: 654 - Covid-19 Health Screening Policy

Approved by the Board of Directors on 8/2/2020

Policy

Performing screening procedures on all persons who enter The Phoenix Center (TPC) has become a necessity during the COVID-19 pandemic. These screenings are in accordance with the CDC, NJDOE and Nutley DOH guidelines and will help to ensure a safe and healthy environment for all students, staff and visitors. Temperature and symptom checks are a part of this entry process to identify symptomatic persons to limit the possible transmission of COVID-19 within the school community.

Procedure

Separate screening checklists for each group (student, staff and visitors) will be completed upon entry to the school building on a daily basis.

1. Students

- 1.1. Using TPC COVID-19 Health Screening Form-Student, the teacher or approved designee will take the temperature of students using an infrared (IR) non-touch thermometer twice a day; upon initial entry into the classroom and a second time at 12:30 pm.
- 1.2. A series of yes/no questions will be answered regarding COVID-19 symptoms.
- 1.3. The teacher or designee must initial the form for every student.
- 1.4. The nurse will be called if a temperature is 100.4 or greater and/or any symptoms are noted.
- 1.5. If after assessment, by the school nurse and the student is found to be ill, the Student Illness Policy will be followed and the student will be sent home.

2. Staff

- 2.1. Using TPC COVID-19 Health Screening Form-Staff, once staff members are in their classroom/office space, they will scan their temperatures and complete all sections of the form.
- 2.2. If any questions are answered in the affirmative, the nurse will be called for further investigation.
- 2.3. If it is deemed that the staff member should not be at work, they will be instructed to leave immediately and seek medical intervention. For the staff to return to work a medical release from a physician is required.

3. Visitor

- 3.1. Upon being admitted into the TPC through the main entrance, the visitor will check in with the secretary in the Main Office.
- 3.2. Using TPC COVID-19 Health Screening Form-Visitor, the secretary will note the visitor's name, type of visitor, and reason for visit.
- 3.3. The secretary will ask the visitor to answer the questions listed and then take a temperature with an IR thermometer, recording all the information. If the visitor's response is affirmative to any of the questions and/or has a temperature of 100.4 or greater, the principal will be notified and the visitor will not be admitted.

Appendix D: The Phoenix Center COVID-19 Health Screening - Students

The Phoenix Center COVID-19 Health Screening – Students

Appendix D

Classroom #: _____

Date	Student Name	Observation of Symptoms		Temperature 100.4 degrees or higher		Referred to Nurse	Comments	Screener Initials AM / PM
		N	Y-	8:30AM	12:30PM			
		N	Y-	Y N	Y N	Y N		
		N	Y-	Y N	Y N	Y N		
		N	Y-	Y N	Y N	Y N		
		N	Y-	Y N	Y N	Y N		
		N	Y-	Y N	Y N	Y N		
		N	Y-	Y N	Y N	Y N		
		N	Y-	Y N	Y N	Y N		
		N	Y-	Y N	Y N	Y N		
		N	Y-	Y N	Y N	Y N		
		N	Y-	Y N	Y N	Y N		
		N	Y-	Y N	Y N	Y N		
		N	Y-	Y N	Y N	Y N		

Please alert the Health Office immediately with concerns.
Once form is fully completed, place in the Health Office

Appendix E: The Phoenix Center COVID-19 Health Screening – Staff

The Phoenix Center COVID-19 Health Screening – Staff Appendix E
 Classroom/Office _____

Date	Staff Name (Please PRINT)	I acknowledge that I DO NOT HAVE any of the following symptoms: • Fever of 100.4 degrees or higher • Cough • Shortness of breath or difficulty breathing, • Chills, repeated shaking with chills, • Muscle pain/ache • Headache • Sore throat • New onset of loss of taste or smell	I HAVE been in close contact with a suspected or confirmed case of COVID -19 within the last 2 weeks.		I HAVE traveled out-of-state within the last 2 days.			
			YES	NO	YES	NO	YES	NO
			YES	NO	YES	NO	YES	NO
			YES	NO	YES	NO	YES	NO
			YES	NO	YES	NO	YES	NO
			YES	NO	YES	NO	YES	NO
			YES	NO	YES	NO	YES	NO
			YES	NO	YES	NO	YES	NO
			YES	NO	YES	NO	YES	NO
			YES	NO	YES	NO	YES	NO
			YES	NO	YES	NO	YES	NO
			YES	NO	YES	NO	YES	NO
			YES	NO	YES	NO	YES	NO
			YES	NO	YES	NO	YES	NO
			YES	NO	YES	NO	YES	NO
			YES	NO	YES	NO	YES	NO
			YES	NO	YES	NO	YES	NO
			YES	NO	YES	NO	YES	NO
			YES	NO	YES	NO	YES	NO
			YES	NO	YES	NO	YES	NO
			YES	NO	YES	NO	YES	NO
			YES	NO	YES	NO	YES	NO
			YES	NO	YES	NO	YES	NO
			YES	NO	YES	NO	YES	NO
			YES	NO	YES	NO	YES	NO

Please alert the Health Office immediately with any concerns. Once form is completed, please place in the Health Office mailbox.



Preparing students for life beyond the classroom

Accredited by NCASES and Middle States Association

Appendix F: 652 - COVID-19 Personal Protective Equipment (PPE) Policy

Approved by the Board of Directors on 7/29/2020

Policy

Personal Protective Equipment (PPE) protects individuals from contact with an infectious agent.

The Phoenix Center, in accordance with the guidelines from the CDC, NJDOE, NJDOH and the Nutley Department of Health will require the use of PPE to provide for the health and safety of all students and staff during the COVID-19 pandemic.

Face coverings are mandatory for all staff, students and visitors throughout the school day unless it will inhibit the individual's health. The Phoenix Center acknowledges that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.

Procedure

1. PPE will include gloves, face coverings (face mask and face shield), and barrier suits, when necessary.
2. All staff will be provided with a reusable face shield as well as face masks, as needed. If preferred, staff may provide their own face covering. Clean cloth face coverings can also be used. These face coverings are the responsibility of the wearer and must be laundered daily.
3. Staff will be required to wear a face shield and a mask when working with a student who shows signs of illness, is engaging in physical aggression or expectorating.
4. Staff are encouraged to wear gloves when working directly with students. A new pair of gloves is required when working with different students, toileting students, and before/after student meals.
5. KN-95 face coverings, face shields, barrier gowns, and gloves will be provided, as needed, for the Nursing staff, the behavior team, the custodians, and those working with ill or physically aggressive students.
6. Students are required to wear face coverings. Parents are strongly encouraged to send their child to school with a face covering each day. If cloth face coverings are used, they will be returned home for daily washing. If a student does not have a face covering, TPC will provide a face covering, as needed.
7. All visitors are required to wear face coverings upon entry to the building and throughout their stay. If a visitor refuses to wear a face covering for non-medical reasons, entry to the school facility will be denied.



Preparing students for life beyond the classroom

Accredited by NCASES and Middle States Association

Appendix G: 653 - Student Illness Policy During Covid-19 Pandemic

Approved by the Board of Directors on 7/29/2020

Policy

The ability of The Phoenix Center (TPC) to care for students who arrive at school ill, or who become ill during the day, is limited. Therefore, TPC seeks the cooperation of parents in screening their child's daily health, and if necessary, keeping their sick child at home.

If a student develops symptoms of COVID-19 while at school, (e.g. 100.4 degrees or greater, cough, shortness of breath, gastrointestinal issues, rashes, congestion, sore throat, myalgia-muscle pain, swelling of hands, feet, tongue, red eyes) sh/e will be removed from the classroom and maintained in an area of the Health Office designated for isolation until the arrival of a parent/guardian. As per the guidance from NJ Department of Education, TPC is unable to send a student who presents with the above mentioned symptoms, home on the school bus.

Procedure

When a student becomes ill at TPC, the following procedures will be followed:

1. If a student develops symptoms of COVID-19 while at school (e.g. 100.4 degrees or more, cough, shortness of breath) sh/e will be maintained in an area of the Health Office designated for isolation until sh/e are able to leave the school.
2. The student's parent/guardian will be notified that the student must be picked-up within the hour. Per TPC's local health department, students are not permitted to be transported home via their school bus. The paraprofessional working with the student will remain with the student while adhering to social distancing guidelines as much as possible, under the observation of the school nurse.
3. It is strongly recommended that a student's emergency contact be a licensed driver who is available to pick up an ill student within an hour, if the parent/guardian is unable to pick up.
4. A letter of notification will be sent by administration to parents/guardians of students, staff, district case managers, bus contacts, and visitors as needed in the event of COVID-19 positive cases while at TPC.
5. Parents/guardians of the ill student will be advised to notify their health care provider for further guidance and to inform the school immediately if diagnosed with COVID-19.
6. A physician's note of clearance must be received by the School Nurse prior to the student returning to school. The physician's clearance must be in compliance with school policy, CDC, NJDOH guidelines, and the local Department of Health in which the student resides.
7. Guidance will be provided by the Nutley Health Department, if COVID-19 testing is mandatory for the return of those infected with COVID-19.



Preparing students for life beyond the classroom

Accredited by NCASES and Middle States Association

Appendix H: 651 - Covid-19 Re-Admittance Policy

Approved by the Board of Directors on 7/29/2020

Policy

In order to ensure the health and safety of all students and staff, it is necessary to have in place guidance for the re-admittance of anyone showing any possible signs and symptoms of COVID-19 and/or a confirmed diagnosis of COVID-19. The Phoenix Center (TPC) will collaborate and share information with the Nutley Health Department to help protect the whole school community.

Decisions to extend or remove persons from quarantine/home isolation should be made in consultation with a healthcare provider and/or public health professional and is subject to differences in disease course, symptoms, living situation, available resources and clinical management. A doctor's note is required prior to re-admittance to TPC.

<https://www.nj.gov/education/reopening/NJDOETheRoadBack.pdf>

Procedure

1. Non COVID-19 Related Illness

- 1.1. When a student/staff member is sent home for exhibiting COVID-19 related symptoms or a fever of greater than 100.4, a letter of instruction and the required Daily Temperature and Symptoms Monitoring form will be sent home. This form is to be maintained by the staff member and student's parent, in order to track daily symptoms and fever.
- 1.2. The completed form must be returned to TPC, along with a doctor's note of release to return prior to re-admittance.
- 1.3. Many symptoms for COVID-19 are also the symptoms for many viral illnesses that students/staff members can contract throughout the school year. If confirmed by a treating physician that the symptoms are not due to COVID-19 and are a viral or bacterial condition, a negative COVID-19 test result and/or a physician's note will be required, confirming the diagnosis. In addition, the individual must remain home until fever free for 24 hours without fever reducing medication such as Tylenol or Motrin.
 - 1.3.1. If the individual's treating physician decides not to test for COVID-19, he/she must stay at home for a period of 10 days. After this time, the individual may return, if he/she is both symptom free and fever free for a period of three days, without the use of a fever reducing medication such as Tylenol or Motrin.

2. COVID-19 Illness

- 2.1. Any student/staff member who is sick or exhibiting symptoms of COVID-19 must stay home and away from others for at least 10 days once their symptoms first appeared as well as one day (24 hours) with no fever (without using fever-reducing medications) and improving symptoms, whichever is longer.

2.2. If found to be COVID-19 positive, the student/staff member must self-isolate for 10 days. This is based on the amount of time from the onset of symptoms that viral particles can be shed in a cough or sneeze and cause others to become ill. It is also the usual length of time symptoms linger for the average COVID-19 patient. If the student/staff member is still symptomatic on day 10, they are required to remain at home as per the Department of Health until they are symptom-free for three days.

3. Re-admittance to school will be determined by one of the following strategies:

3.1. Symptom-based strategy:

- 3.1.1.** Any student/staff member should remain in isolation with full quarantine/isolation at least until 10 days have passed since symptoms attributed to COVID-19 first appeared, AND
- 3.1.2.** At least one day (24 hours) have passed since recovery, defined as a resolution of fever, without use of fever-reducing medication AND improvement in respiratory signs and symptoms, whichever is longer, AND
- 3.1.3.** A doctor's note must be provided prior to re-admittance to school.

3.2. Time-based strategy:

- 3.2.1.** Student/staff member should remain in isolation with full quarantine/isolation until 10 days have passed since the date of first positive COVID-19 diagnostic test, AND
- 3.2.2.** Remain asymptomatic (if symptoms occur then this strategy no longer applies; refer to above) whichever is longer, AND
- 3.2.3.** A doctor's note must be provided prior to re-admittance to school.

The Phoenix Center requires documentation based on the above from the treating physician in collaboration with the local Department of Health in which the student/staff member resides, and approval by the Nutley Department of Health for re-admittance.

4. Exposure to COVID-19

If found to have been exposed to a COVID-19 positive person, the student/staff member must quarantine for 14 days. This 14-day quarantine is based on the length of time it can take for symptoms to manifest in the body if exposed to someone with COVID-19. If found to be COVID-19 positive, the student/staff member will follow the above criteria.

Appendix I: Contact Tracing Form

**Contact Tracing Form
Room _____**

Appendix I

Date	Staff Name	Time In	Time Out	Close Contact- 10 minutes or more & less than 6'	Indirect Contact - more than 6'	Special Circumstances/ Reason for Visit	Contact with Student/Staff (First name, Last Initial)

Once fully completed, place in Health Office mailbox.

Appendix J: Phoenix Center Daily Temperature and Symptom Monitoring Work Sheet

**Phoenix Center Daily Temperature and Symptom Monitoring Work Sheet
For Possible / Confirmed COVID-19***

Name _____

Date of departure _____ Date of last exposure _____ Last date of monitoring _____

Instructions: Persons who are being monitored for symptoms of novel coronavirus (COVID-19) must take their temperature twice daily, and report any symptoms they are experiencing. Place an "X" in the box next to each symptom. If the person is experiencing a symptom, which is not listed, it can be written into the row labeled as "Other". If no symptoms, place an "X" in the box labeled 'No Symptoms'. If the person reports a fever or any of the symptoms listed, call your healthcare provider.

Day:	Day 1		Day 2		Day 3		Day 4		Day 5		Day 6		Day 7	
Date:														
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Time Of Check														
Directly Observed (Y/N)														
Temperature (Fahrenheit)														
Cough														
Shortness of Breath/ Difficulty breathing														
Chest pain														
Generalized Rash														
Gastrointestinal Problems														
Other (Specify)														
NO Symptoms														

*Please return form to Health Office prior to re-admittance to school.

Appendix K: 2020-2021 School Calendar

THE PHOENIX CENTER - STUDENT HOURS 8:30am-2:45pm | 2020-2021 CALENDAR

School Closed
 School Closed- Full Staff In-service Day
 1:15 pm Dismissal
 Appendix K

<p>6 Start of ESY 31 Last Day of ESY/ 1:15 Dismissal</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Group A: 94 School Days 7 Early Dismissals (ED)</p> <p>Group B: 91 School Days 3 Early Dismissals (ED)</p> </div>	<p>JULY '20</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> <tr><td colspan="7" style="text-align: center;">Total: 20 Days</td></tr> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		Total: 20 Days							<p>FEBRUARY '21</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td colspan="7" style="text-align: center;">Total: 17 Days</td></tr> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28							Total: 17 Days							<p>5 1:15 Early Dismissal (ED): Staff In-Service 15-17 School Closed: Winter Break</p> <p>Group A: 10 Days Group B: 7 Days (1 ED)</p>
S	M	T	W	Th	F	S																																																																																															
			1	2	3	4																																																																																															
5	6	7	8	9	10	11																																																																																															
12	13	14	15	16	17	18																																																																																															
19	20	21	22	23	24	25																																																																																															
26	27	28	29	30	31																																																																																																
Total: 20 Days																																																																																																					
S	M	T	W	Th	F	S																																																																																															
	1	2	3	4	5	6																																																																																															
7	8	9	10	11	12	13																																																																																															
14	15	16	17	18	19	20																																																																																															
21	22	23	24	25	26	27																																																																																															
28																																																																																																					
Total: 17 Days																																																																																																					

<p>1-3 Full Staff Orientation 4&7 School Closed: Labor Day 8 First Day for Students 28 School Closed: Yom Kippur</p> <p>Group A: 9 Days Group B: 7 Days</p>	<p>SEPTEMBER '20</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> <tr><td colspan="7" style="text-align: center;">Total: 16 Days</td></tr> </table>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				Total: 16 Days							<p>MARCH '21</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> <tr><td colspan="7" style="text-align: center;">Total: 23 Days</td></tr> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				Total: 23 Days							<p>24 1:15 Early Dismissal (ED): Parent Conferences</p> <p>Group A: 10 Days Group B: 13 Days (1ED)</p>
S	M	T	W	Th	F	S																																																																																															
		1	2	3	4	5																																																																																															
6	7	8	9	10	11	12																																																																																															
13	14	15	16	17	18	19																																																																																															
20	21	22	23	24	25	26																																																																																															
27	28	29	30																																																																																																		
Total: 16 Days																																																																																																					
S	M	T	W	Th	F	S																																																																																															
	1	2	3	4	5	6																																																																																															
7	8	9	10	11	12	13																																																																																															
14	15	16	17	18	19	20																																																																																															
21	22	23	24	25	26	27																																																																																															
28	29	30	31																																																																																																		
Total: 23 Days																																																																																																					

<p>1 Back to School Night 12 School Closed: Columbus Day 21 1:15 Early Dismissal (ED): Staff In-Service</p> <p>Group A: 10 Days Group B: 11 Days</p>	<p>OCTOBER '20</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> <tr><td colspan="7" style="text-align: center;">Total: 21 Days</td></tr> </table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total: 21 Days							<p>APRIL '21</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> <tr><td colspan="7" style="text-align: center;">Total: 16 Days</td></tr> </table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		Total: 16 Days							<p>2 School Closed: Good Friday 5-9 School Closed: Spring Break</p> <p>Group A: 10 Days Group B: 6 Days</p>
S	M	T	W	Th	F	S																																																																																															
				1	2	3																																																																																															
4	5	6	7	8	9	10																																																																																															
11	12	13	14	15	16	17																																																																																															
18	19	20	21	22	23	24																																																																																															
25	26	27	28	29	30	31																																																																																															
Total: 21 Days																																																																																																					
S	M	T	W	Th	F	S																																																																																															
				1	2	3																																																																																															
4	5	6	7	8	9	10																																																																																															
11	12	13	14	15	16	17																																																																																															
18	19	20	21	22	23	24																																																																																															
25	26	27	28	29	30																																																																																																
Total: 16 Days																																																																																																					

<p>6 School Closed: NJEA Convention 25 1:15 Early Dismissal (ED) 26-27 School Closed: Thanksgiving</p> <p>Group A: 8 Days (1 ED) Group B: 10 Days</p>	<p>NOVEMBER '20</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td colspan="7" style="text-align: center;">Total: 18 Days</td></tr> </table>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						Total: 18 Days							<p>MAY '21</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td colspan="7" style="text-align: center;">Total: 20 Days</td></tr> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						Total: 20 Days							<p>4 1:15 Early Dismissal (ED): Staff In-Service 28 10:30 am: Spring Concert 31 1:15 Early Dismissal (ED) School Closed: Memorial Day</p> <p>Group A: 10 Days (1ED) Group B: 10 Days (1ED)</p>
S	M	T	W	Th	F	S																																																																																																						
1	2	3	4	5	6	7																																																																																																						
8	9	10	11	12	13	14																																																																																																						
15	16	17	18	19	20	21																																																																																																						
22	23	24	25	26	27	28																																																																																																						
29	30																																																																																																											
Total: 18 Days																																																																																																												
S	M	T	W	Th	F	S																																																																																																						
						1																																																																																																						
2	3	4	5	6	7	8																																																																																																						
9	10	11	12	13	14	15																																																																																																						
16	17	18	19	20	21	22																																																																																																						
23	24	25	26	27	28	29																																																																																																						
30	31																																																																																																											
Total: 20 Days																																																																																																												

<p>8 1:15 Dismissal: Phone Conferences 11 12:00 pm: Winter Concert 23 1:15 Early Dismissal (ED) 24-31 School Closed: Holiday Break</p> <p>Group A: 8 Days (2 ED) Group B: 9 Days</p>	<p>DECEMBER '20</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> <tr><td colspan="7" style="text-align: center;">Total: 17 Days</td></tr> </table>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			Total: 17 Days							<p>JUNE '21</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> <tr><td colspan="7" style="text-align: center;">Total: 18 Days</td></tr> </table>	S	M	T	W	Th	F	S		1	2	3	4	5		6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				Total: 18 Days							<p>10 10:30 am: Graduation 23 1:15 Early Dismissal (ED): Staff In-Service 24 1:15 Early Dismissal (ED): Last Day of School</p> <p>Group A: 9 Days (2 ED)</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Student Attendance Line: (973) 542-0823</p> </div>
S	M	T	W	Th	F	S																																																																																															
		1	2	3	4	5																																																																																															
6	7	8	9	10	11	12																																																																																															
13	14	15	16	17	18	19																																																																																															
20	21	22	23	24	25	26																																																																																															
27	28	29	30	31																																																																																																	
Total: 17 Days																																																																																																					
S	M	T	W	Th	F	S																																																																																															
	1	2	3	4	5																																																																																																
6	7	8	9	10	11	12																																																																																															
13	14	15	16	17	18	19																																																																																															
20	21	22	23	24	25	26																																																																																															
27	28	29	30																																																																																																		
Total: 18 Days																																																																																																					

<p>1 School Closed: Happy New Year! 4 School Reopens 12 1:15 Early Dismissal (ED): Staff In-Service 18 School Closed: Martin Luther King Jr. Day</p> <p>Group A: 10 Days (1 ED) Group B: 9 Days</p>	<p>JANUARY '21</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td colspan="7" style="text-align: center;">Total: 19 Days</td></tr> </table>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							Total: 19 Days							<p>The Phoenix Center ensures that students will be in session for 180 school days. There are five emergency school closing days built into the calendar. Adjustments will be made to the school calendar for unused emergency closing days. If more than five emergency closing days are used, the make-up time may affect the Spring Break and/or the last day of school. No vacation plans, which cannot be changed, should be made before June 30. The Phoenix Center uses an automated calling system as its primary means of informing families of emergency closings. Weather-related closings are as follows for students: Early Dismissal: 12:30pm/ Delayed Opening: 10:30am. Announcements for emergency closings will be broadcast on Fox 5, News 12, www.thephoenixcenterml.org, Facebook and Instagram.</p>	
S	M	T	W	Th	F	S																																																					
					1	2																																																					
3	4	5	6	7	8	9																																																					
10	11	12	13	14	15	16																																																					
17	18	19	20	21	22	23																																																					
24	25	26	27	28	29	30																																																					
31																																																											
Total: 19 Days																																																											

Marking Periods: MP1: 9/8/20-12/7/2020; MP2: 12/8/20-



Preparing students for life beyond the classroom

Accredited by NCASES and Middle States Association

Appendix L: 444 - Covid-19 Full-Time Remote Learning Option Policy

Approved by the Board of Directors on 8/4/2020

Policy

The Phoenix Center (TPC) adheres to the NJ Department of Education's guidance, [Restart and Recovery Plan: The Road Back](#), in that all students are eligible for full-time virtual learning. Student eligibility cannot be conditioned on a family/guardian demonstrating a risk of illness or other selective criteria. A student participating in TPC's full-time remote learning option must be afforded the same quality and scope of instruction and other educational services as any other student otherwise participating in TPC's hybrid model. Like in-person and hybrid programs, full-time remote learning must adhere to length of school day requirements pursuant N.J.A.C. 6A:32-8.3, TPC attendance policy, and any other local policies governing delivery of services to, and district expectations of, students participating in remote programs and their families.

Procedure

1. Submitting Full-Time Remote Learning Requests:

TPC clearly defines procedures that a family/guardian must follow to submit a request for full-time remote learning, including requests to begin the school year receiving full-time remote learning and requests to transition from in-person or hybrid services to full-time remote learning during the school year. Procedures are as follows:

1.1. Parent request for full-time remote learning:

1.1.1. Parent(s) will submit an email to the Principal, a request for their child to engage in full-time remote learning at the start of the school year in September.

1.1.1.1. Parent request must be received by August 17th

1.1.2. Request must include: Student's name, reason for request (i.e. health related, parent work schedule, etc.) and level of access to technology.

1.1.3. The administrative team will review the request and contact the sending district to notify them of the full-time remote learning request and determine if an IEP meeting or an amendment to a student's IEP is needed for full-time remote learning.

1.1.4. TPC will acknowledge the parent request and respond with the start date for full-time remote learning within five to seven business days.

1.2. Parent request from hybrid to full-time remote learning during the school year:

1.2.1. Parent(s) will submit an email to the Principal, a request for their child to transition from hybrid to full-time remote learning during the school year.

1.2.1.1. Request must include: Student's name, reason for request (i.e. health related, parent work schedule, etc.).

1.2.2. The administrative team will review the request and contact the sending district to notify them of the full-time remote learning request and determine if an IEP meeting or an amendment to a student's IEP is needed for full-time remote learning.

1.2.3. TPC will acknowledge the parent request and respond with the start date for full-time remote learning within five to seven business days.

2. Scope and Expectations of full-time Remote Learning:

- 2.1. Virtual instruction** - During virtual learning, it is expected that students engage in standards-based learning under the guidance and direction of the teacher. This shall occur through face-to-face interactions with teachers, therapists, employment specialists, as appropriate, and paraprofessionals, along with assignments posted in Google Classroom and hands-on activities. Due to parents/guardians work schedules and other obligations, it is not expected that students complete assignments at specific time frames throughout the day. TPC allows for flexibility as to when assignments are completed with the support of parents/guardians. It is expected that assignments are submitted to Google Classroom daily.
- 2.1.1. Classroom Academics:** Classroom teachers will post academic assignments onto Google Classroom on a daily basis. In an effort to balance screen time and provide more flexibility for students and their families. Teachers will email parents/guardians between 8:00 am and 8:30 am each day to touch base in regards to their child's instruction and to offer any assistance that they may need.
- 2.1.1.1.** The classroom teacher will provide two live lessons per week on a predetermined schedule. The teacher will also provide a weekly pre-recorded greeting that summarizes the upcoming week of virtual instruction.
- 2.1.2.** An additional certified teacher will be the liaison between the classroom teacher and the students on full-time remote learning.
- 2.1.2.1.** The liaison teacher will run two live Google Meet lessons each day on a predetermined schedule and maintain the level of participation.
- 2.1.3.** Assessment of student progress will be based on completed assignments demonstrated in Google Classroom, photos or videos of work emailed to teachers, and/or anecdotal data obtained during live lessons as well as contact with families via email and/or telephone calls.
- 2.1.4.** Based on parent work schedules, some students may be engaging in learning in the evening. Teachers will be responsible for developing lessons and materials that will be uploaded into Google Classroom. Teachers will update or adjust student assignments, as needed, as well as upload additional activities and assignments, virtually through Google Classroom and emails.
- 2.1.5.** All paraprofessionals work hours are 8:15 am to 3:00 pm, Monday through Friday, as per their contract. They will continue to function under the supervision of the classroom teacher and assist in developing materials to meet each student's unique needs. More specifically, paraprofessionals, including one-to-one paraprofessionals will be available via Google Classroom and Google Meet to support the students in learning. They will create a live meeting each day and be available to work with the students throughout the duration of their school day (8:30am to 2:45pm). Paraprofessionals will assist in presenting materials, providing accommodations, and demonstrating strategies in order for students to work on assignments. Paraprofessionals will also be able to provide behavioral suggestions under the guidance of the school's BCBA and/or by following the students' behavior plan in order to help students be successful during virtual learning. One-to-one paraprofessionals will also be available to attend internal IEP/AR "prep" meetings with TPC staff, to prepare for upcoming Annual Reviews on the student they work with directly. All paraprofessionals will complete a log of work/activities completed during the day.